

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: City owned Parking Lots, Roadway and Bridge Maintenance	Revised: 4/28/21
Purpose: The purpose of this procedure is to ensure compliance with the City's Stormwater Permit (9VAC25-890-40, Part 1, E, 6, A) as related to the maintenance of City owned parking lots, roadways and bridges.	

Responsible Party/ies: Managers of each of the following Divisions

- Transportation
- Parks
- Stormwater Utility
- Engineering

Performance Frequency: Any time maintenance or repairs of the subject surfaces are performed.

Documentation: n/a

Definitions: n/a

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary applicable personnel within their first 60-days of employment.

Discharge Control and Spill Response Materials:

- Inlet and stream protection devices (drain covers, berms, sandbags, silt fencing, filter fabrics, booms, absorbent pads, granular absorbents and other control measures)

Application:

This procedure applies, but is not limited to the following maintenance activities.

- Bridge Maintenance; repair of bridges and large culverts, cleaning/scraping/ painting and concrete projects.
- Roadway surfaces and parking lot maintenance for shoulder erosion, guardrail maintenance, drainage structures, pavement markings, pothole repairs, and crack sealing projects.
- Vegetative Management; vegetation control, mowing, surface grading, ditch cleaning, plant cultivation, seeding, fertilizing, mulching and the installation of weed barriers.

Procedure:

- Prior to the start of any applicable projects, the control measures noted above shall be deployed at appropriate locations across the project area for ensuring that that potentially, harmful materials are not allowed to enter streams, storm drain inlets or other aspects of the stormwater drainage system.
- All streams and storm drain inlets shall be protected at all times by adequately using an adequate combination of discharge control materials.
- All inlet and stream protection materials shall be removed when project is completed.
- In the event of a discharge to any streams or the stormwater drainage system, Environmental Management shall be immediately notified.
 - 540-853-2425 or envmgt@roanokeva.gov
 - After hours or weekends: call 911

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov